

Scrutiny committee work programme 2014 - 2015

| DATE OF MEETING | TOPIC FOR SCRUTINY | RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR | REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT |
|-----------------|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30 Sept 14 | Draft corporate plan – early stage development scrutiny | Councillor Brenda Arthur and Russell O'Keefe | To consider the draft plan when it is in an early stage of development prior to the commencement of a public consultation exercise in October. |
| 30 Sept 14 | Private rented housing market | Councillor Bert Bremner, Russell O'Keefe, Paul Swanborough, Emma Smith and Andy Watt | To consider and look at ways in which the council is able to safeguard tenants in the private rented sector in its work. |
| 30 Sept 14 | Final draft of the agreed scrutiny work programme | Councillor James Wright and Steve Goddard | To agree the scoping element to the agreed topics on the work programme which was set at the 17 July meeting of the scrutiny committee |
| 16 Oct 14 | Welfare reform | Councillor Alan Waters, Councillor Brenda Arthur, Councillor Gail Harris, Bob Cronk, Adam Clark and Boyd Taylor | To look at and evaluate what advice and sign posting is offered to see if it is meeting need and is easily accessed. Ask how those entitled to help who are not coming forward can be reached. |
| 27 Nov 14 | Street scene and road safety overview | Councillor Mike Stonard, Andy Watt and Joanne Deverick with officers from the county council, police and health service. | In forming an overview and understanding of road casualty trends in Norwich and the work that is carried out to reduce casualties, the committee wishes to look at evidence based ways to keep the City's roads safe. |
| 27 Nov 14 | Quarter 2 performance monitoring | Councillor Brenda Arthur, Councillor Alan Waters, Russell O'Keefe, Nisar Ahmed and Phil Shreeve | Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data |
| 18 Dec 14 | Draft corporate plan | Councillor Brenda Arthur and Russell O'Keefe | Ongoing scrutiny to consider the draft plan and its development towards the end of the public consultation. |

| DATE OF MEETING | TOPIC FOR SCRUTINY | RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR | REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT |
|-----------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18 Dec 14 | Annual equality information report | Councillor Gail Harris and Nadia Jones | Pre scrutiny of the report before it goes to cabinet. |
| 29 Jan 15 | Pre – scrutiny of the proposed policy and budget framework | Councillor Brenda Arthur, Russell O'Keefe, Nisar Ahmed and Justine Hartley | To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy framework (corporate plan). |
| 26 Feb 15 | Council housing communal areas | Councillor Bert Bremner, Tracy John and the Fire service | Working with the tenant scrutiny panel and other tenants and involving the relevant authorities, to review current policy and look into how tenants can use communal areas. |
| 19 Mar 15 | Annual review of scrutiny | Councillor James Wright and Steve Goddard | To agree the annual review of the scrutiny committee's work 2014 to 2015 and recommend it for adoption of the council |
| 19 March 15 | Report of the task & finish group; Self-esteem and aspiration in communities | Russell O'Keefe and Councillor Lucy Galvin | For the task and finish group findings to be presented for the scrutiny committee for adoption |

FORWARD AGENDA: CABINET, COUNCIL, SCRUTINY AND AUDIT COMMITTEES, and MEMBER BRIEFINGS 2014-2015

ALLOCATED ITEMS

| Meeting | Report | Purpose | Portfolio holder Senior Officer | Report signed off by | Management Clearance | Cabinet Briefing / Portfolio Holder? | Exempt? If yes – which paragraph? |
|--------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------|-----------------------------------------------|--------------------------------------------|
| CABINET 8 OCT | Managing Assets (General Fund) – KEY DECISION | To consider the disposal of buildings and land as identified in this report. | Cllr Waters Andy Watt Head of city development services EXT 2691 | 17 Sep | Andy Watt | PH | Yes (Para. 3) |
| CABINET 8 OCT | Revenue budget monitoring 2014-15 | To update cabinet on the financial position, the forecast outturn for the year 2014-15, and the consequent forecast general fund and housing revenue account balances. | Cllr Waters Justine Hartley, Chief Finance Officer EXT 2440 | 17 Sep | Justine Hartley | PH | No |
| CABINET 8 OCT | Land to be developed for the affordable homes programme – KEY DECISION | To request approval to progress sites owned by the council for development for affordable housing, by either the council or registered provider partners. | Cllr Bremner Andy Watt Head of city development services EXT 2691 Debbie Gould Senior | 17 Sep | Andy Watt | PH | Yes (Para. 3) |

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|----------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------|-----------------------------------------------|--------------------------------------------------------------------------------|
| | | | development officer (enabling) EXT 2851 | | | | |
| CABINET 8 OCT | Change to the council's constitution | To consider revisions to the constitution following recent senior management changes. | Cllr Waters Anton Bull Executive head of service for business relation management and democracy EXT 2326 | 17 Sep | Anton Bull | PH | No |
| CABINET 8 OCT | Draft Corporate Plan and Transformation Programme | To consider the next steps on the development of the council's new corporate plan 2015-2020 and income and savings options for 2015/16. | Cllr Arthur Russell O'Keefe Executive head of strategy, people and neighbourhoods EXT 2908 | 17 Sep | Russell O'Keefe | PH | One of the annexes is below the line for both commercial and staffing reasons. |
| SCRUTINY 16 OCT | Welfare reform | To look at and evaluate what advice and sign posting is offered to see if it is meeting need and is easily accessed. Ask how those entitled to help who are not coming forward can be reached. | Councillor Gail Harris, Councillor Brenda Arthur, Bob Cronk | 8 Oct | Russell O'Keefe | PH | No |

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|---------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------|-----------------------------------------------|--------------------------------------------|
| CABINET 12 NOV | Polling District Review | To decide on the most appropriate polling districts and polling following a review under The Electoral Registration and Administration Act, 2013 | Cllr Waters Andy Emms EXT 2459 | | Russell O'Keefe | PH | |
| CABINET 12 NOV | Adoption of Site Allocations and Site Specific Policies DPD and Development Management Policies DPD | To recommend to Council the adoption these development plan documents as part of the local plan for Norwich. | Cllr Stonard Graham Nelson Head of planning services EXT 2530 Judith Davison Planning team leader - projects EXT 2529 | | Graham Nelson | CB | No |
| CABINET 12 NOV | Main town centre uses and retail frontages Supplementary planning document (SPD) | To approve adoption of this new SPD (to take effect on adoption of DM policies plan following November council) | Cllr Stonard, Graham Nelson | | Graham Nelson | PH | No |
| CABINET 12 NOV | Managing Assets (Housing) 1 - Key Decision | To consider the disposal of an area of land | Cllr Waters David Rogers Client Property and Parking Manager EXT 2463 | | Andy Watt | PH | Yes (Para. 3) |

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| CABINET 12 NOV | Managing Assets (Housing) 2 - Key Decision | To consider the disposal of an area of land | Cllr Waters David Rogers Client Property and Parking Manager EXT 2463 | | Andy Watt | PH | Yes (Para. 3) |
| CABINET 12 NOV | Greater Norwich homelessness strategy 2015-20 | To approve the draft of the Greater Norwich homelessness strategy 2015-20 to go out to consultation with stakeholders. | Cllr Bremner Chris Hancock Housing strategy officer EXT 2852 | | Andy Watt | PH | No |
| CABINET 12 NOV | Private sector housing accreditation scheme and additional licencing of HMOs | To approve adoption of a property accreditation scheme for Norwich and the recommended approach to the additional licensing of HMOs | Cllr Bremner Andy Watt Head of city development services EXT 2691 Paul Swanborough Strategic housing manager EXT 2388 | | Andy Watt | PH | No |
| CABINET 12 NOV | Local Government Act 1972: making of skateboarding bylaw | To consider the introduction of a bylaw to control skateboarding in the city | Cllr Driver Cllr Arthur Adrian Akester Head of citywide | | Russell O'Keefe | PH | No |

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| | | | | | | | |
| | | | services EXT: 2331 | | | | |
| CABINET 12 NOV | Laundry equipment contract extension – KEY DECISION | To approve a five year extension to the sheltered housing laundry equipment contract | Cllr Waters Gilly Newton Contracts officer Ext 2169 Robin Hare Strategic contracts manager EXT 2412 | | Anton Bull | PH | Yes (Para 3) |
| CABINET 12 NOV | Managing assets (General Fund) – KEY DECISION | To consider the purchase of an area of land for housing | Cllr Waters Andy Watt Head of city development services EXT 2691 | | Andy Watt | PH | Yes (Para. 3) |
| CABINET 12 NOV | Managing assets (Housing) 3 – KEY DECISION | To outline the options available for the future of a property within the housing stock. | Cllr Bremner Chris Rayner Head of Property Services NPS Norwich Ltd, Steven Cleveland Senior Building Surveyor NPS | | Anton Bull | PH | Yes (Para. 3) |

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| | | | Norwich Ltd | | | | |
| CABINET 12 NOV | Managing assets (non - housing) – KEY DECISION | To consider the disposal of a general fund property. | Cllr Waters David Rogers Client property and parking manager EXT 2463 | | Anton Bull | PH | Yes (Para. 3) |
| AUDIT 18 NOV | | | | | | | |
| COUNCIL 25 NOV | Polling District Review | To decide on the most appropriate polling districts and polling following a review under The Electoral Registration and Administration Act, 2013 | Councillor Waters Andy Emms (x 2459) | | Russell O’Keefe | | |
| COUNCIL 25 NOV | Adoption of Site Allocations and Site Specific Policies DPD and Development Management Policies DPD | To adopt these development plan documents as part of the local plan for Norwich. | Cllr Stonard, Graham Nelson Head of planning services EXT 2530 Judith Davison Planning team leader - projects EXT 2529 | | Graham Nelson | CB | No |

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| SCRUTINY 27 NOV | Quarter 2 performance monitoring | Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data | Brenda Arthur, Councillor Alan Waters, Russell O'Keefe | 19 Nov | Russell O'Keefe | PH | No |
| SCRUTINY 27 NOV | Street scene and road safety overview | In forming an overview and understanding of road casualty trends in Norwich and the work that is carried out to reduce casualties, the committee wished to look at evidence based ways to keep the City's roads safe. | Councillor Mike Stonard Andy Watt | 19 Nov | Andy Watt | PH | No |
| CABINET 10 DEC | Quarterly Performance Report | | Cllr Arthur Roger Denton Performance and Research Officer EXT 2535 | | | | |
| CABINET 10 DEC | Affordable Housing Supplementary planning document (SPD) | To approve adoption of the revised Affordable Housing SPD. | Cllr Stonard Graham Nelson | | Graham Nelson | CB | No |
| CABINET 10 DEC | Norwich City Council Council Tax Hardship Relief Policy – KEY | To seek approval and implementation of the council tax hardship relief policy. | Cllr Waters Anton Bull Executive Head | | Anton Bull | PH | No |

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| | DECISION | | of business relationship management and democracy | | | | |
| SCRUTINY DEC 18 | Draft corporate plan | Ongoing scrutiny to consider the draft plan and its development towards the end of the public consultation. | Councillor Brenda Arthur and Russell O'Keefe | 10 Dec | Russell O'Keefe | PH | No |
| SCRUTINY DEC 18 | Annual equality information report | Pre scrutiny of the report before it goes to cabinet. | Councillor Brenda Arthur and Nadia Jones | 10 Dec | Russell O'Keefe | PH | No |
| CABINET 14 JAN | | | | | | | |
| AUDIT 20 JAN | | | | | | | |
| COUNCIL 27 JAN | | | | | | | |
| SCRUTINY 29 JAN | Pre – scrutiny of the proposed policy and budget framework | To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy framework (corporate plan). | Councillor Brenda Arthur, Justine Hartley, Chief finance officer | 21 Jan | Justine Hartley | PH | No |

| ALLOCATED ITEMS | | | | | | | |
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| Meeting | Report | Purpose | Portfolio holder Senior Officer | Report signed off by | Management Clearance | Cabinet Briefing / Portfolio Holder? | Exempt? If yes – which paragraph? |
| CABINET 4 FEB | Homeless outreach service – KEY DECISION | To agree the recommendations regarding the homeless outreach service | Cllr Bremner Chris Hancock Housing strategy officer EXT 2852 Paul Swanborough Private Sector Housing Manager EXT 2388 | | Andy Watt | PH | Yes (Para. 3) |
| COUNCIL 17 FEB | | | | | | | |
| SCRUTINY 26 FEB | Council housing communal areas | Working with the tenant scrutiny panel and other tenants and involving the relevant authorities, to review current policy and look into how tenants can use communal areas. | Councillor Bert Bremner, Tracy John | 18 Feb | Tracy John | PH | No |
| CABINET 11 MAR | Quarterly Performance Report | | Cllr Arthur Roger Denton Performance and Research | | | | |

| ALLOCATED ITEMS | | | | | | | |
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| | | | Officer EXT 2535 | | | | |
| AUDIT 17 MAR | | | | | | | |
| COUNCIL 17 MAR | | | | | | | |
| SCRUTINY 19 MAR | Annual review of scrutiny | To agree the annual review of the scrutiny committee's work 2014 to 2015 and recommend it for adoption of the council | Councillor James Wright and Steve Goddard | 11 Mar | Steve Goddard | PH | No |
| COUNCIL 26 MAY | | | | | | | |

The scrutiny tracker and outcomes

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|--------------|-------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------|
| 19 June 2014 | Norwich annual business plan 2014 - 2015 | Gwyn Jones | For members to be provided with a link to documents that sit behind the joint core strategy regarding environmental impact/green growth. | On going | |
| 19 June 2014 | Norwich annual business plan 2014 - 2015 | Gwyn Jones | circulate an explanation of the process that will determine how the 15% of non-pooled CIL will be spent on communities | On going | |
| 19 June 2014 | Norwich annual business plan 2014 – 2015 | Russell O’Keefe | Update on projects in the business plan as part of the six monthly performance data scrutiny | Dec 2014 scrutiny meeting – Q2 perf report | |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|--------------|------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------|
| 19 June 2014 | Q4 perf; SCC1 – streets found clean on inspection | Steve Goddard | Provide members with a street view to show hotspots | On going | |
| 19 June 2014 | Q4 perf; DHA4 – number of households prevented from becoming homeless | Russell O'Keefe | To circulate % of those presenting as homeless that the council was unable to assist (Other than sign post and advise) | On going | |
| 19 June 2014 | Budget monitoring | Gwyn Jones and Andy Watt | To circulate detail of why some projects in the capital plan had not progressed as planned | On going | |
| 30 Sept | Private rented housing market | Emma Smith | Ask the Private sector housing manager to consider development of tenant engagement with the council within the private rented sector. | On going | |
| 30 Sept 2014 | Draft corporate plan 2015 – 2020 (Consultation) | Russell O'Keefe | Recommendations were: Provide a concise list of the council's main | On going; the scrutiny committee will see the results of | |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|------|--------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------|
| | Draft corporate plan 2015 – 2020 (Consultation) | | <p>responsibilities with the document</p> <p>Provide a link to the draft corporate plan with the electronic version of the consultation document and to make paper copies available</p> <p>Start the consultation with an open question designed to capture further ideas or suggestions for the corporate plan</p> <p>Retain the ranking of the 5 corporate priorities as already proposed</p> <p>For the electronic version use 'skip logic' so that people can jump over questions or sections they do not wish to fill in and make this explicitly clear that</p> | the consultation later in the year. | |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|------|--------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|
| | Draft corporate plan 2015 – 2020 (Consultation) | | <p>people can do this on the paper copy also</p> <p>Include a question to ascertain people's views on how the council could make it easier for residents to access services via the website.</p> <p>At E6, include the question; "Do you work more than one job to make up your income?"</p> <p>To ensure the final document is easy to access for all especially in terms of language, layout and length</p> <p>To place a member of staff in the customer contact centre to assist anyone who wishes to use a computer to take</p> | | |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome(s) |
|------|-------|---------------------|--------------------------|----------|------------|
| | | | part in the consultation | | |

- T** is this, the right **TIME** to review the issue and is there sufficient officer time and resource available?
- O** what would be the **OBJECTIVE** of the scrutiny?
- P** can **PERFORMANCE** in this area be improved by scrutiny input?
- I** what would be the public **INTEREST** in placing this topic onto the work programme?
- C** will any scrutiny activity on this matter contribute to the council's activities as agreed to in the **CORPORATE PLAN**?

Once the TOPIC analysis has been undertaken, a joint decision should then be reached as to whether a report to the scrutiny committee is required. If it is decided that a report is not required, the issue will not be pursued any further. However, if there are outstanding issues, these could be picked up by agreeing that a briefing email to members be sent, or other appropriate action by the relevant officer.

If it is agreed that the scrutiny request topic should be explored further by the scrutiny committee a short report should be written for a future meeting of the scrutiny committee, to be taken under the standing work programme item, so that members are able to consider if they should place the item on to the work programme. This report should outline a suggested approach if the committee was minded to take on the topic and outline the purpose using the outcome of the consideration of the topic via the TOPIC analysis. Also the report should provide an overview of the current position with regard to the topic under consideration.

By using the flowchart, it is hoped that members and officers will be aided when giving consideration to whether or not the item should be added to the scrutiny committee work programme. This should help to ensure that the scope and purpose will be covered by any future report. The outcome of this should further assist the committee and the officers working with the committee to be able to produce informed outcomes that are credible, influential with SMART recommendations.

Specific, Measurable, Attainable, Relevant and Time-bound

Guidance flow chart for placing items onto the scrutiny committee work programme

